



United States  
Department of  
Agriculture

Rural  
Housing  
Service

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January 15, 2003

**SUBJECT:** Management Control Procedures for Collections

**TO:** All Personnel  
USDA, Rural Development  
Oregon

**PURPOSE/INTENDED OUTCOME:**

To establish concise direction on handling documentation pertaining to collections for USDA Rural Development programs and the maintenance of collection files. To establish interim management control procedures for collection.

**COMPARISON WITH PREVIOUS AN:**

This replaces Oregon Administrative Notice 1226 (1951-B) which will expire April 30, 2003.

**IMPLEMENTATION RESPONSIBILITIES:**

USDA Rural Development employees authorized to handle collections will do so in accordance with Instructions 1951-B, the draft wholesale lockbox process instruction dated November 6, 1997, and instructions contained in this Administrative Notice.

Until the revised RD Instruction 1951-B is published, all offices are to use the attached interim procedures and review guide for handling and safeguarding collections. During the time these interim procedures are in place, please reproduce and use the attached interim guide to document the review of servicing office collection activities. Do not use RD form 1951-44, Annual Review of District/County Collection Activities. The attached interim

**EXPIRATION DATE:**  
January 31, 2004

**FILING INSTRUCTIONS:**  
Preceding RD Instruction 1951-B

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USDA, Rural Development is an Equal Opportunity Lender, Provider and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington D.C. 20250

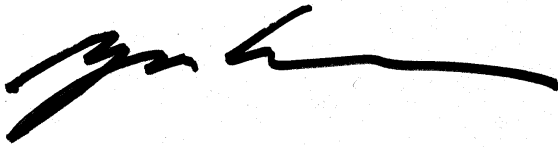
procedures/review guide corresponds with the collections safeguard review criteria contained in the State Internal Review Guide.

**Oregon AN No. 1243 (1951-B)**

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Upon completing the annual oversight review, a copy of the completed guide will be sent to the Management Control-Civil Rights Director by December 31 of each year. The MC-CRD will monitor completion of reviews; evaluate review findings, follow-up for corrective actions; and maintain documentation of the completed reviews utilizing Attachment B.

If you have any questions regarding these procedures, contact Jillene Davis, Management Control-Civil Rights Director at (503) 414-3353 or email [jillene.davis@or.usda.gov](mailto:jillene.davis@or.usda.gov).

A handwritten signature in black ink, appearing to read 'Lynn Schoessler', is positioned above the printed name and title.

LYNN SCHOESSLER  
State Director

Attachment